

COLD CALL COVER LETTER

Use this letter when you want to send out “feelers” to a group of similar employers. When possible, address the letter to a specific person (like the owner or the manager). To get the best results, you should send out at least 10 of these letters at the same time. Always include your resume. Please feel free to add any of your own specific qualifications to this example cover letter. This strategy of job searching is only successful when you faithfully follow-up each letter with a phone call 4 to 7 days later. If you need help, ask for the Resource Specialist for ideas. Good Luck!

Date _____

Your Name _____

Your Address _____

City, State, Zip _____

Your Telephone Number _____

Dear _____:

I am very interested in the _____ field. (Or I am very interested in Name of Company.) I am currently looking for work as a _____ and I would like to utilize my skills in a _____. I have enclosed a copy of my resume for your review.

I would appreciate the opportunity to meet with you and hear your professional advise on the skills required to be successful in the field of _____. I am also interested in your current or anticipated staffing needs and would be pleased to discuss the qualifications or requirements of any position.

Thank you for your time. I will contact you on _____ between _____ and _____ to see if a convenient meeting time can be arranged.

Sincerely,

Your Signature _____

Your Name _____

GETTING STARTED

For many people, the most difficult part of writing a cover letter is the first sentence. Keep in mind that the letter will probably be read by someone who does not know anything about you. Use the cover letter to introduce yourself in the same way you would introduce yourself to a total stranger. If the reader goes on to review your resume, the letter has been a success.

SAMPLE OPENING LINES

It has come to my attention that your company will be accepting applications for the position of _____ in the near future.

I would like to take this opportunity to send you my resume and hope that you will consider me for future job openings with your company.

I am writing this letter in reply to your advertisement in the Date Newspaper.

Please accept this cover letter and resume as application for the position of _____ that was advertised in the Newspaper on Date.

It has come to my attention through Name of Person that your company is accepting application for the position of _____.

I am enclosing my resume and application for the position of _____.

I would like very much to be considered for the position of _____.

I would like to present to you my resume and application for the position of _____ with your company.

The enclosed resume and application will give you pertinent information about my qualifications for the position of _____ that was recently advertised in the Newspaper.

*Additional resources and/or workshops may be available.
Please check with our Resource Specialist.